



**CITY OF MORGAN HILL  
17555 PEAK AVENUE  
MORGAN HILL, CALIFORNIA 95037**

**MORGAN HILL CORPORATION YARD COMMISSION**

**ACTION MINUTES**

**SPECIAL MEETING**

Morgan Hill Civic Center  
West Conference Room  
17555 Peak Avenue  
Morgan Hill, California

Chairperson  
Vice Chairperson  
Commission Member  
Commission Member  
Commission Member

Roger Knopf  
Del Foster  
Greg Sellers  
George Panos  
Hedy Chang

**TUESDAY, JUNE 15, 2004**

**5:05 P. M.**

**CALL TO ORDER**  
(Chairperson Knopf)

**ROLL CALL ATTENDANCE**

**Present: Chairperson Knopf & Commissioners Foster, Chang, & Panos  
(Commissioner Sellers arrived at 5:08 P. M.)  
Staff present: Ashcraft & Dilles**

**DECLARATION OF POSTING OF AGENDA**

In accordance with Government Code 54954.2 the amended agenda was posted

**PUBLIC COMMENTS**  
None

The Morgan Hill Corporation Yard Commission welcomes comments from all individuals on any agenda item being considered by the Commission. Please complete a Speaker Card and present it to the Secretary. This will assist the Board Members in hearing your comments at the appropriate time. In the interest of brevity and timeliness and to ensure the participation of all those desiring an opportunity to speak, comments presented to the Commission are limited to **Three Minutes**. We appreciate your cooperation. **NOW IS THE TIME FOR COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THIS AGENDA.**

**BUSINESS:**

1. **MINUTES OF JANUARY 20, 2004**  
**Recommended Action: Approve**

Approved the minutes of January 20, 2004, on a motion by Commissioner Foster, as seconded by Commissioner Panos, including a correction to Item No. 1 to amend the date of the minutes being approved to January 20, 2004.

2. **APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH SCS ENGINEERS FOR 2004 2ND SEMI-ANNUAL MONITORING, REMEDIATION SYSTEM ENGINEERING, SOIL DISPOSAL AND INSTALLATION OF A POLYMER INJECTION SYSTEM**  
**Recommended Action: Authorize the chairperson to execute a professional services contract with SCS Engineers in the amount not to exceed \$28,750**

Mr. Ashcraft gave the staff report and described the need for services. He estimated that the cost of the three wells will not exceed \$28,750. The Commission approved the recommended action on a motion by Commissioner Sellers, seconded by Commissioner Foster.

3. **ADOPTION OF FISCAL YEAR 2004/05 BUDGET**  
**Recommended Action: Adopt the proposed Fiscal Year 2004/05 Commission Budget**

Staff presented the budget and indicated that the Commission does need to maintain liability insurance for the coming year. The Commission adopted the proposed Fiscal Year 2004/05 Commission Budget on a motion by Commissioner Foster, seconded by Commissioner Sellers.

4. **POTENTIAL DISSOLUTION OF COMMISSION**  
**Recommended Action: Discuss potential dissolution of the Commission and provide direction to staff**

The Commission discussed the possibility of dissolution and expressed a willingness to dissolve if there were no practical reasons at this time to continue the Joint Powers Agreement (JPA). It appeared that, now that the Commission has received the maximum amount of state clean-up funds, there may not be a compelling reason to continue incurring the audit and insurance costs that are necessary so long as the JPA is in existence. On a motion by Commissioner Foster, seconded by Commissioner Sellers, the Commission directed staff to proceed down the line to support a recommendation to dissolve the Commission, pending resolution of the necessity of a replacement agreement between the City of Morgan Hill and the Morgan Hill Unified School District. Chair Knopf added that he sees no value to continuing the JPA.

Commissioner Sellers asked if the Commission will need to meet again. The possible agreement, or memorandum of understanding, between the City and School District would state how the continuing clean-up activity would be administered and who would be the administrative lead. Chair Knopf added that he would not make this decision and that the decision would have to be made by the represented agencies. It was agreed that this issue should be brought to the City/School District Liaison Committee. This issue should be brought conceptually to the School District Board and City Council as a first step.

5. **ENVIRONMENTAL INSURANCE**

**Recommended Action: Discuss the topic of obtaining environmental insurance**

Staff indicated that staff needed to gather more information about this topic to see if purchasing the insurance would be beneficial.

6. **FUTURE AGENDA ITEMS**

**Recommended Action: Discuss**

Staff indicated that the topic of a potential dissolution of the Commission would be agendized.

**ADJOURNMENT** Adjourned at 5:27 P.M.

**OPEN PUBLIC COMMENT PERIOD (3 MINUTES)**

Following the opening of Commission business, the public may present comments on items **NOT** appearing on the agenda that are within the Commission's jurisdiction. Should your comments require Commission action, your request will be placed on the next appropriate agenda. No Commission discussion or action may be taken until your item appears on a future agenda. You may contact the Commission Secretary for specific time and dates. This procedure is in compliance with the California Public Meeting Law (Brown Act) G.C. 54950.5. Please limit your presentation to three (3) minutes.

**SPEAKER CARDS**

In accordance with Government Code 54953.3 it is not a requirement to fill out a speaker card in order to speak to the Commission. However, it is very helpful to the Commission if you would fill out the speaker card that is available on the counter in the Commission Chambers. Please fill out a card and return it to the Commission Secretary. As your name is called by the Mayor, please walk to the podium and speak directly into the microphone. Clearly state your name and address and then proceed to comment on the agenda item. Please limit your remarks to 3 minutes.

**NOTICE**

**AMERICANS WITH DISABILITY ACT (ADA)**

The City of Morgan Hill complies with the Americans with Disability Act (ADA) and will provide reasonable accommodation to individuals with disabilities to ensure equal access to all facilities, programs and services offered by the City.

If assistance is needed regarding any item appearing on the Commission agenda, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation.

# CITY OF MORGAN HILL

## REQUEST FOR CORPORATION YARD COMMISSION ACTION

MEETING DATE: JUNE 28, 2005

AGENDA ITEM NO. 2

**TITLE: APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH SCS ENGINEERS FOR FISCAL YEAR 2005-2006 FOR SEMI-ANNUAL MONITORING, REMEDIATION SYSTEM ENGINEERING AND OPERATION & MAINTANANCE SUPPORT**

**RECOMMENDED ACTION:** Authorize the chairperson to execute a professional services contract with SCS Engineers in the amount not to exceed \$68,300 for fiscal year 05/06.

**EXECUTIVE SUMMARY:** SCS Engineers has been working for the Corporation Yard Commission on the MTBE Plume Clean-up effort for the last several years. The requested contract is for the following tasks as detailed in the attached proposal:

- 1) **Semi-annual Monitoring and Reporting for FY 05/06** – This task includes a continuation of the monitoring program for 32 wells on and around the MTBE plume. This task will authorize SCS to perform and submit the semi annual groundwater monitoring reports for the fiscal year 2005-2006, for \$21,800.
- 2) **Remediation System Engineering** - This task includes engineering services, which is comprised of evaluating the performance of the treatment system including the newly installed vapor extraction wells, providing technical consulting, performing programming and equipment troubleshooting for system shutdowns, coordinating carbon change-outs and polymer delivery, preparing performance summary reports and providing recommendations to optimize the system's performance for the fiscal year 2005-2006. The cost estimated cost is \$25,000.
- 3) **Operation & Maintenance (O&M) Support** – SCS will be providing operation and maintenance technicians to keep the system operational on a daily basis in conjunction with the City staff. The O &M services will be performed based on the following objectives: 1) Preventive Maintenance and 2) System Optimization. The annual budget to perform these O&M services for fiscal year 05/06 is be \$21,500.

Staff recommends the contract be awarded as detailed in the attached SCS Engineers proposal to continue with the MTBE clean up including groundwater monitoring as required by SCVWD.

**FISCAL IMPACT:** Sufficient funds will exist in the FY 05/06 Corp Yard budget to fund this contract.

  
DEPARTMENT DIRECTOR

June 10, 2005  
Project No. 01198270.01

Ms. Julie Behzad  
Senior Civil Engineer  
City of Morgan Hill  
100 Edes Court  
Morgan Hill, CA 95037-4128

Subject:       **Budget Cost Estimate for Fiscal Year July 2005 to June 2006**  
City of Morgan Hill Corporate Yard Remediation  
105 Edes Court  
Morgan Hill, California

Dear Ms. Behzad:

Pursuant to your request, SCS Engineers (SCS) is pleased to submit this budget cost estimate for environmental services associated with the City of Morgan Hill Corporate Yard Commission's remediation project for the period between July 2005 to June 2006 (Period). The breakdown of this budget is as follows:

- **Task 1 – Semi-annual Groundwater Sampling, Analysis and Reporting.** This task includes a continuation of the semi-annual monitoring program for 32 wells (including the newly installed off-site B zone monitoring well) on and around the MTBE plume. We estimate the tasks related to this monitoring to be \$21,800 for the Period. This cost includes a laboratory analysis for bio-attenuation parameters required by the regulatory agency.
- **Task 2– Remediation System Engineering.** The cost estimate for engineering services, which include evaluating the performance of the new treatment system, providing technical consulting, providing troubleshooting services for system shutdowns, coordinating carbon change-outs and polymer delivery, preparing performance summary reports, and providing recommendations to optimize the system's performance is \$25,000 for the Period.
- **Task 3- O&M Support.** We understand the City will be providing operation and maintenance technicians (e.g. Cory Fitch) to keep the system operational on a daily basis. The following table presents an estimate of the number of hours we believe it will take annually for a technician to perform the activities outlined in the O&M manual developed for the subject system.

<b>Set of Activities per O&amp;M Manual</b>	<b>Time Required for Each Set of Activities</b>	<b>No. of Hours per Year Required for Each Set of Activities</b>	<b>Responsibility</b>
1. Daily	30 minutes	$30 \text{ min.} \times 1/60 \times 5 \text{ days} \times 52 \text{ weeks} = 130$	City of Morgan Hill
2. Every Other Day	One hour	$1 \text{ hr.} \times 5 \text{ days} \times 52 \text{ weeks} \times 1/2 = 130$	City of Morgan Hill
3. Weekly	One hour	$1 \text{ hr.} \times 52 \text{ weeks} = 52$	City of Morgan Hill
4. Monthly	Eight hours	$8 \text{ hr.} \times 12 \text{ months} = 96$	SCS Engineers
5. Quarterly	Eight hours	$8 \text{ hr.} \times 4 \text{ quarters} = 32$	SCS Engineers
6. Annually	Eight hours	$8 \text{ hr.} \times 1 \text{ yr.} = 8$	SCS Engineers

SCS understands that the first three sets of activities listed in the above table will be covered by the City personnel. To provide engineering continuity, SCS proposes to provide services to conduct the remaining three sets of activities (Nos. 4 to 6). These O&M activities will be performed based on the following two objectives:

1. Preventive Maintenance- Preventive Maintenance involves following a planned program of up-keeping the facility to avoid shutdown or equipment failure. This program would include routine adjustments, calibration and lubrication of equipment parts and scheduled replacement of wear and tear equipment parts.
2. System Optimization- This includes monitoring and reviewing performance data of the equipment at the treatment facility and making necessary adjustments to allow the equipment to function at the optimum efficiency.

Based on the above described criteria, the annual budget for SCS to perform these O&M services for the Period will be \$21,500. This cost estimate includes the technician's time spent on site and for traveling to and from the site, and miscellaneous expenses that cover mileage and hand tools usage. Any other material required for the O&M activities, such as replacement parts, analytical services, disposal services etc. will be billed at cost plus 15% markup. We will perform these services on a time and material basis, based on the existing contract agreement between SCS and the City.

Corrective maintenance activities which include troubleshooting vendor-supplied equipment and responding to equipment/system shutdown and malfunction, are not covered in this estimate. This is due to the fact that time and expenses required for corrective maintenance is unpredictable and will be provided to the City on an on-call basis. Costs for corrective maintenance activities, therefore will be billed on a time and materials basis.

Ms. Julie Behzad  
June 10, 2005  
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We will perform these services on a time and material basis, based on the existing contract agreement between SCS and the City of Morgan Hill. On behalf of the entire SCS team, we sincerely appreciate and look forward to the opportunity to provide continued services to the City. Should you have any questions, please call us at (925) 426-0080.

Respectfully Submitted,

Andrew Chan, P.E.  
Project Manager

Lenard D. Long, P.E.  
Project Director

**MORGAN HILL COROPORATION YARD COMMISSION**  
**REQUEST FOR COMMISSION ACTION**

**MEETING DATE:** June 28, 2005

**AGENDA ITEM NO.** **3**

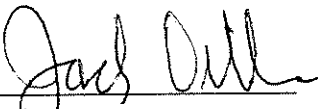
**TITLE:** ADOPTION OF FISCAL YEAR 2005/06 BUDGET

**RECOMMENDED ACTION:**

Adopt the proposed Fiscal Year 2005/06 Commission Budget

**EXECUTIVE SUMMARY:**

Attached is the proposed 2005/06 Corporation Yard Budget. The budget totals \$159,100, which is comprised primarily of \$150,000 in "Fuel Tank Repair & Clean-Up" expenditures. The budget also includes the cost of an audit, insurance, and underground tank fees. In addition, the budget includes information about the current 2004/05 budget and projected expenditures.

  
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**Secretary**



**CORPORATION YARD COMMISSION  
PROPOSED BUDGET  
FY 2005-2006**

	ORIGINAL BUDGET FY 2004/05	CARRYOVER ENCUMBRANCES FY 2003/04	TOTAL REVISED BUDGET FY 2004/05	ESTIMATED ACTUAL FY 2004/05	PROPOSED BUDGET FY 2005/06	FUND 793 ACCOUNT
<b>REVENUES</b>						
Reimbursements	127,600	43,008	170,608	169,163	159,100	
<b>TOTAL REVENUES</b>	<b>127,600</b>	<b>43,008</b>	<b>170,608</b>	<b>169,163</b>	<b>159,100</b>	
<b>EXPENDITURES</b>						
Surety Bond	600		600	478	500	42217
Audit	0		0	0	2,600	42233
Insurance	5,000		5,000	3,677	4,000	42219
Underground Tank Fees	2,000		2,000	2,000	2,000	42218
Fuel Tank Repair & CleanUp	120,000	43,008	163,008	163,008	150,000	42299
<b>TOTAL EXPENDITURES</b>	<b>127,600</b>	<b>43,008</b>	<b>170,608</b>	<b>169,163</b>	<b>159,100</b>	
=====						
<b>REIMBURSEMENT DETAILS:</b>						
<b>MHUDS</b>						
REIMBURSEMENTS (67.25%	85,811	28,923	114,734	113,762	106,995	
<b>CITY OF MORGAN HILL</b>						
REIMBURSEMENTS (32.75%	41,789	14,085	55,874	55,401	52,105	
<b>TOTAL REIMBURSEMENTS</b>	<b>127,600</b>	<b>43,008</b>	<b>170,608</b>	<b>169,163</b>	<b>159,100</b>	
<b>TOTAL REVENUES</b>	<b>127,600</b>	<b>43,008</b>	<b>170,608</b>	<b>169,163</b>	<b>159,100</b>	

